

Vacancy Announcement
Department of Justice - United States Attorney's Office
District of Maryland

TITLE, SERIES, GRADE: Human Resources Assistant (OA), GS-203-5/6/7

SALARY RANGE: GS-5 \$27,597 per year - \$35,881 per year; GS-6 \$30,762 per year - \$39,996 per year; GS-7 \$34,184 per year - \$44,439 per year

PROMOTION POTENTIAL: GS-7

VACANCY ANNOUNCEMENT NUMBER: 04-MD-07

OPENING DATE: 08-05-04

CLOSING DATE: 08-23-04

DUTY LOCATION: United States Attorney's Office, 6625 U. S. Courthouse, 101 West Lombard Street,
Baltimore, MD

NUMBER OF VACANCIES: One (1) Position

CONTACT: Name: Timothy Garrett

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Email: USAOMD.Jobs@usdoj.gov

TDD #: (410) 962-4462

Send your application package to: Complete application packages may be sent via facsimile to the USAO, attention Lynn Kasch, (410) 962-0122; via electronic mail to USAOMD.Jobs@usdoj.gov; or via regular or express mail to: U.S. Attorney's Office, 6625 U.S. Courthouse, 101 W. Lombard Street, Baltimore, MD 21201, Attn: Lynn Kasch. Incomplete applications may not be considered.

WHO MAY APPLY: Government-wide (Local Commuting Area) - Permanent competitive service employees in the Federal government in the local commuting area and persons eligible for non-competitive appointment under a special hiring authority (See #7 of this announcement). Veterans who are preference eligibles or who have been separated from the armed forces under honorable conditions after substantially completing 3 years or more of continuous active service may apply. Well-qualified surplus and displaced employees (CTAP and ICTAP) in the local commuting area also may apply.

PROBATIONARY PERIOD: One year probationary period may/may not be required.

TRANSIT SUBSIDY PROGRAM: The Mass Transit Administration (MTA) monthly transit subsidy may be available to those U.S. Attorney Office employees utilizing public transportation, including MTA buses, lightrail, metro, and MARC train. The monthly subsidy is the amount equal to the employee's actual commuting cost, not to exceed \$100.00.

DUTIES: Performs a variety of human resources assistance duties in the areas of processing personnel and payroll actions for both attorney and non-attorney personnel, benefits administration, performance management, and training. In the area of processing personnel and payroll actions, initiates requests for attorney and non-attorney staff personnel actions, routing through the appropriate personnel for certification and approval. Determines processing data to include nature of action and authority codes, remarks, and other requirements based on the nature of the action. Enters data into the appropriate automated personnel/payroll system, resolving any errors or corrections. Serves as the point of contact on employee benefits to include Federal Employee's Health Benefits, Federal Employee's Group Life Insurance, Thrift Savings Plan, leave and retirement programs. Explains options and provides information, forms and brochures in response to inquiries and as part of the orientation for new employees. Prepares estimates of annuities, based on input from the prospective retirees. Provides general information and up-to-date brochures to employees about various types of retirement. Works closely with the Executive Office for U.S. Attorneys on the Voluntary Leave Transfer and Voluntary Leave Bank programs. In the

area of performance management coordinates all activities related to the timely completion of performance work plans and annual appraisals. In the area of training, serves as the Training Coordinator, assuring that all employees in the District are made aware of training opportunities. Disseminates training information and announcements to appropriate staff members.

NOTE: Although this position has promotion potential, any actual promotion will be contingent upon the continuing need for the higher level duties and actual performance of the incumbent. Promotion is neither guaranteed nor automatic.

GENERAL INFORMATION FOR COMPLETING YOUR APPLICATION:

1. QUALIFICATION REQUIREMENTS - Applicants for the GS-5 level must have at least one year of specialized experience equivalent to the GS-4 level or 4 years of education above the high school level. Applicants for the GS-6 level must have at least one year of specialized experience equivalent to the GS-5 level. Applicants for the GS-7 level must have at least one year of specialized experience equivalent to the GS-6 level. Specialized experience is experience which is directly related to the position to be filled and which has equipped the candidate with the particular knowledge, skills, and abilities to successfully perform the duties of the position.

Applicants must indicate their typing speed/error rate on their resume/application. Applicants must be able to type 40 words per minute with 3 or fewer errors. Failure to list typing speed/error rate might preclude an applicant's employment consideration. Applicants must meet all requirements, including time-in-grade, no later than 30 days after the closing date of the vacancy announcement, and before placement in the position.

A college transcript must be submitted with your resume if you are applying for the position based on your education or a combination of education and experience.

2. EVALUATION METHOD - Basically qualified applicants may be further evaluated to determine those who are best qualified. This determination will be based on a review of the applicant's experience and education as outlined in the application and any job-related information contained in supplemental material, e.g., justification for awards, and performance ratings or letters of commendation in relationship to the following Knowledge, Skills and Abilities (KSAs):

1. Knowledge of processing personnel actions using the Guide to Processing Personnel Actions. (Describe experience using the Guide to Processing Personnel Actions.)
2. Knowledge of an automated personnel and or payroll system. (Describe experience using personnel and payroll systems.)
3. Knowledge of the federal employee benefits programs.
4. Ability to communicate orally.
5. Skill in the use of office automation hardware and software.

Applicants are encouraged to submit a concise, narrative statement addressing how their background meets each of the KSAs listed above. Failure to do so may result in a lower score in the evaluation process. Applicants must indicate the grade level(s) for which they are applying, if the position is advertised at more than one grade. If not specified, applicants will be considered for only the highest grade qualified.

3. HOW TO APPLY - Applicants must submit one of the following: an Optional Application for Federal Employment (OF-612), an Application for Federal Employment (SF-171), OR a resume. Also, the following documentation is required for status applicants:

_A copy of the latest Notification of Personnel Action (SF-50) showing proof of career or career-conditional status or reinstatement eligibility, and the highest grade level or highest promotion potential of a position held on a

career or career-conditional basis (current, Federally employed applicants and those eligible for reinstatement)

_A copy of a performance appraisal issued within the last 12 months (current, Federally-employed applicants only)

If a resume is submitted, it must include all of the following applicable information.

PERSONAL INFORMATION:

_Full name, mailing address, and day and evening phone numbers including area codes

_Social Security Number

_Country of citizenship (this position requires United States citizenship)

_Veterans' preference (Attach a copy of your DD-214 as proof of preference or proof of eligibility to apply to this vacancy announcement under the Veterans' Employment Opportunity Act, VEOA)

_Reinstatement eligibility (attach a copy of your SF-50 as proof of status)

_Highest Federal grade held, job series and length of time served at that grade

EDUCATION:

_Names of high school attended, city, state, and zip code, date of diploma or GED

_Name of college and university attended, city, state, zip code

_Majors, type and years of any degrees received (if no degree, show total credits earned and indicate whether semester or quarter hours)

_Copy of college transcripts only if the job vacancy requests it

WORK EXPERIENCE:

Give the following information for paid and unpaid work experience related to the job for which you are applying (do not send job descriptions):

_Job title (include series and grade if a Federal job)

_Duties and accomplishments

_Employer's name and address and supervisor's name and phone number (indicate if we may contact your current supervisor)

_Starting and ending dates (month and year), hours per week, and salary

OTHER QUALIFICATIONS:

_Job-related training courses (title and year)

_Job-related skills, e.g., other languages, computer software/hardware, tools, machinery, typing speed

_Job-related certificates and licenses (current only)

_Job-related honors, awards, and special accomplishments, e.g., publications, memberships in professional or honor societies, leadership activities, public speaking, and performance awards (give dates, but do not send documents unless requested).

4. ICTAP AND/OR CTAP CANDIDATES - To receive selection priority, all surplus and displaced employees must apply and be found well-qualified for the position. A well-qualified CTAP or ICTAP employee is one who: satisfies all medical, physical, education, experience and selective factors (if any) for the vacant position; meets the established cut-off score of the crediting plan (half of the total amount of awardable points); and, can satisfactorily perform all of the duties of the position within a reasonable orientation period, e.g., 30 days.

CTAP and ICTAP candidates must submit documents which show their eligibility for selection priority.

Documentation can include a copy of a RIF separation notice, Certificate of Expected Separation, or some other proof of eligibility for priority selection and a copy of an SF-50 showing their current position, grade level and promotion potential and duty location.

5. VETERAN'S PREFERENCE - Veterans must submit a copy of their DD-214 as proof of entitlement to veterans' preference. Veterans claiming 10-point preference also must submit an Application for 10-Point Veterans

Preference (SF-15), a letter from the Veterans Administration, dated within the last twelve (12) months certifying the veteran's present receipt of compensation for service-connected disability or disability retirement pay, or other appropriate documentation.

6. AGENCY REQUIREMENTS AND INFORMATION - To be considered, applications must be received or postmarked no later than the deadline date indicated on this announcement. Relocation expenses may or may not be authorized, the determination of entitlement will be made in accordance with applicable guidelines. Applications mailed at the government's expense will not be considered.

Employment is contingent upon the satisfactory completion of a background investigation adjudicated by the Department of Justice. The selected applicant will be subject to drug testing by urinalysis prior to appointment.

If you are a male born after December 31, 1959, and are at least 18 years of age, you must have registered with the Selective Service System (or have an exemption) to be eligible for a Federal job.

7. EQUAL EMPLOYMENT OPPORTUNITY STATEMENT - Except where otherwise provided by law, there will be no discrimination because of color, race, religion, national origin, politics, marital status, disability, age, sex, sexual orientation, membership in an employee organization, or on the basis of personal favoritism.

The Department of Justice welcomes and encourages applications from persons with physical and mental disabilities and will reasonably accommodate the needs of those persons. If you need a reasonable accommodation for any part of the application and hiring process, please notify the hiring servicing personnel office. The decision on granting reasonable accommodation will be on a case-by-case basis. The Department is firmly committed to satisfying its affirmative obligations under the Rehabilitation Act of 1973, to ensure that persons with disabilities have every opportunity to be hired and advanced on the basis of merit within the Department of Justice.

Competitive status is not required if the person selected is an individual with a disability who is eligible for appointment under Schedule A of the excepted service, or is a veteran who is eligible under the Veterans Benefit Improvement Act of 1984 (as amended), or the direct-hire authority to appoint veterans with service-connected disabilities or 30% or more. Appropriate documentation to support this claim for eligibility will be required.